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28 JUN 1988

MEMORANDUM FOR: All Field Facilities

FROM:

[Redacted]

25X1

Chief, Administrative Staff, FBIS

SUBJECT:

Pouch Procedures

1. This is to update all FBIS facilities on our current Registry procedures and steps that have been taken to improve pouch handling and tracing capabilities.

2. Materials are delivered to Registry from our various components, ready for forwarding to the field. We rely on the component to indicate proper classification on the outer wrapping. Based on the sender's request and shipping information received from the field, the materials are pouched or commercially mailed.

3. All pouches (classified or unclassified) now bear a sequential identifying number, the receipt of which will be verified by the field facility. Classified pouches must contain a pouch manifest listing all contents, no pouch manifests are prepared for unclassified pouches. Some items will have their own transmittal manifest for logging purposes but this is not to be confused with a pouch manifest. If there are insufficient priority unclassified materials to warrant preparation of a pouch, they will be combined with the outgoing classified pouch rather than delay their forwarding.

4. Once a component has advised the field that an item has been pouched, any query concerning the status of a specific pouch should be addressed to Registry.

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Distribution:

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C/AS/FBIS/DS&T

31 May 88

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